



# ***CITY COUNCIL AGENDA REPORT***

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MEETING DATE: JULY 5, 2006

ITEM NUMBER:

**SUBJECT: BUILDING PLAN REVIEW AND INSPECTION SERVICES**

**DATE: JUNE 22, 2006**

**FROM: DEVELOPMENT SERVICES DEPARTMENT**

**PRESENTATION BY: KHANH NGUYEN, CBO BUILDING OFFICIAL**

**FOR FURTHER INFORMATION CONTACT: KHANH NGUYEN (714) 754-5277**

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## **RECOMMENDATION:**

City Council to authorize the Mayor to sign the Professional Services Agreements (PSAs) with the companies of Scott Fazekas & Associates Inc., Bureau Veritas, Harris & Associates, and CSG Consultants Inc., for an aggregate amount of \$500,000, as budgeted for FY 2006-2007.

## **BACKGROUND:**

The Development Services Department operations require the continued use of contract plan check and inspection services in order to provide building safety services in a timely and efficient manner. The on-going major projects such as OCPAC and PD expansion, along with the anticipated activity in multiple high rise construction, will continue the need for specialized services into the foreseeable future. The contracted services include plan review and inspection of buildings, grading, and private improvement services.

The Building Safety Division of Development Services Department operates with a staff sufficient in size to handle routine building activity in the City, while maintaining a high level of customer services for the Community.

In May of 2006, the Development Services Department sent requests for proposals for plan check and inspection services to six firms. Five of those firms responded with proposals. Each proposal was evaluated and each firm was interviewed in May, 2006 by an outside panel. The evaluation criteria included experience, qualification, methodology, quality assurance, conflict of interest, and cost of services. Based upon the above criteria, the following firms have been rated and determined by the panel to be the most qualified to provide services for each category:

## **BUILDING PLAN REVIEW AND INSPECTIONS**

- 1) Scott Fazekas & Associates
- 2) CSG Consultants
- 3) Harris and Associates
- 4) Bureau Veritas

There are several reasons for entering into multiple agreements for the same category of service. It provides the flexibility to match a consultant's expertise to a unique project, to assign projects in a manner that will ensure plan check time commitments can be met, to accommodate multiple project submittals, and to encourage competitiveness in performance and fees. The City does not incur any additional costs by having multiple agreements.

Draft PSAs with each of the above firms are attached. Most service costs are recoverable and are designed as a percentage of the City's collected plan check fees leaving adequate coverage for the City's administrative cost of providing services.

### **FISCAL REVIEW:**

Consultant services for plan checking and inspections are utilized by the Development Services Department on an as needed basis. Most of the consultant's fee is paid from fees collected by the City for either plan check or inspections. The consultant's fee is a percentage of the fee collected by the City with the remaining portion of the fee used to cover administrative and overhead costs of the City. Therefore, most of the costs of consultant services are fully paid by the project applicant.

Sufficient funds were approved in the Development Services Department FY 06-07 Budget.


### **LEGAL AND RISK MANAGEMENT REVIEW:**


The attached professional services agreements are those provided by the City Attorney and are "approved as to form". Additionally, the City's Risk Manager has approved all insurance provisions for compliance with City requirements.


### **CONCLUSION:**

Use of contract plan check and staffing services continues to be a cost effective means of providing certain Building Safety services. The use of core City staff supplemented by contracts for certain Building Safety services is common practice for cities throughout the State.

The term of the agreements is for FY 2006-2007 with the option to renew for an additional five one year periods at the same rate schedule.

  
KHANH NGUYEN, CEO  
BUILDING OFFICIAL

  
DONALD D. LAMM, AICP  
Deputy City Mgr.- Dev. Services Dir.

  
MARC PUCKETT  
Director of Finance

DISTRIBUTION:     City Manager  
                         Assistant City Manager  
                         Finance Director  
                         City Attorney  
                         City Clerk (2)  
                         Staff (4)  
                         File (2)

Attachment: Professional Services Agreement for Scott Fazekas & Associates  
Professional Services Agreement for CSG Consultants  
Professional Services Agreement for Harris & Associates  
Professional Services Agreement for Bureau Veritas

File: Bldg Safety PSAs	Date: 6/06	
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# **CITY OF COSTA MESA**

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DEVELOPMENT SERVICES DEPARTMENT

**FOR ATTACHMENTS NOT INCLUDED IN THIS REPORT,  
PLEASE CONTACT THE CITY CLERK'S OFFICE  
AT (714) 754-5225**